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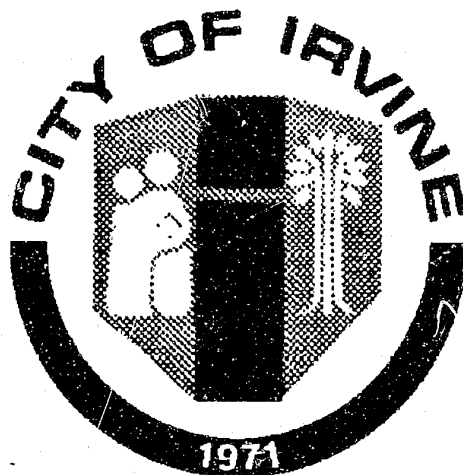


NCJRS

SEP 21 1994

ACQUISITIONS

IRVINE POLICE DEPARTMENT MASTER TRAINING PLAN



150207

**U.S. Department of Justice
National Institute of Justice**

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Introduction

"Anyone who stops learning is old, whether this happens at twenty or at eighty. Anyone who keeps on learning not only remains young but becomes constantly more valuable, regardless of physical capacity."

-Henry Ford

"A man's work is in danger of deteriorating when he thinks he has found the one best formula for doing it. If he thinks that, he is likely to feel that all he needs is merely to go on repeating himself...so long as a person is searching for better ways of doing his work he is fairly safe."

-Eugene O'Neill

"Don't bother just to be better than your contemporaries or predecessors. Try to be better than yourself."

-William Faulkner

Date of Last Revision: 11/22/93

Definitions

- Mandatory:** Training which is state/legislative mandated, P.O.S.T. mandated, or mandated by Department Standard Operating Procedure.
- Essential:** The training which would increase the knowledge/skill level of the employee in current job assignment, but is not mandatory training.
- Desirable:** The training which would enhance the skills/knowledge already learned in the employees current job assignment but is not mandatory or essential training.

Chief of Police

I. Mandatory

1. Executive Development 80 Hours

II. Essential

1. Personnel Management 40 Hours

2. Police Budget Workshop 40 Hours

3. Civil Liabilities 40 Hours

4. Miscellaneous Professional Workshops As Needed

5. Civil Emergency Management 40 Hours

III. Desirable

1. Management Seminars As Needed

2. Command College

Commander - Field Services

I. Mandatory

1. Executive Development 80 Hours

II. Essential

1. Personnel Management 40 Hours
2. Budget Workshop 24 Hours
3. Patrol Operations Management 24 Hours
4. Liability Update 40 Hours
5. Continuing Professional Training Block Training

III. Desirable

1. Firearms Twice Annually
2. Management Update 24 Hours
3. CPR Refresher Every 3 Years
4. First Aid Every 3 Years
5. Civil Emergency Management 40 Hours
6. Command College
7. Command Hostage Course

Commander - Support Services

I. Mandatory

1. Executive Development 80 Hours

II. Essential

1. Administrative Services Management
2. Public Records Act Training
3. Budget Workshop 24 Hours
4. CLETS Training
5. Continuing Professional Training Block Training

III. Desirable

1. Management Update 24 Hours
2. CPR Refresher Every 3 Years
3. First Aid Every 3 Years
4. Civil emergency Management 40 Hours

Commander - Specialized Services

I. Mandatory

1. Executive Development 80 Hours

II. Essential

1. Personnel Management 40 Hours

2. Budget Workshop 24 Hours

3. Liability Update 40 Hours

4. Continuing Professional Training Block Training

III. Desirable

1. Management Update 24 Hours

2. CPR Refresher Every 3 Years

3. First Aid Every 3 Years

4. Civil Emergency Management 40 Hours

5. Command College

Lieutenant

I. Mandatory

- | | | |
|----|----------------------------------|----------------|
| 1. | Mid-Management | 80 Hours |
| 2. | Continuing Professional Training | Block Training |
| 3. | CPR Refresher | Every 3 Years |
| 4. | First Aid | Every 3 Years |
| 5. | Firearms Qualification | Bi-Monthly |
| 6. | Civil Liability | 8 Hours |
| 7. | Sexual Harassment | 8 Hours |

II. Essential

- | | | |
|----|--------------------------------------|----------|
| 1. | Civil Liability Update | 24 Hours |
| 2. | Emergency First Responders | 40 Hours |
| 3. | Incident Command System | 24 Hours |
| 4. | Patrol Operation Management | 32 Hours |
| 5. | Critical Incidents/Command Personnel | 24 Hours |
| 6. | Hazardous Materials/On Scene Manager | 24 Hours |
| 7. | Assertive Management | 24 Hours |

III. Desirable

- | | | |
|----|--|----------|
| 1. | Command College | 2 Years |
| 2. | Intro. to Computers - For Law Enforce. Exec. | 20 Hours |
| 3. | Internal Affairs | 40 Hours |
| 4. | Gang Awareness - For Managers and Exec. | 8 Hours |
| 5. | Focus on the 90's | 24 Hours |
| 6. | Future of Policing | 24 Hours |

Lieutenant - Investigation

II. Essential

- | | | |
|----|--|----------|
| 1. | Criminal Investigation Management | 24 Hours |
| 2. | Criminal Intelligence | 40 Hours |
| 3. | Management Media Seminar | 24 Hours |
| 4. | News Media Relations Update | 24 Hours |
| 5. | Officer Involved Shootings/Invest. | 32 Hours |
| 6. | Commander, Narcotics/Vice/Intelligence | 36 Hours |

III. Desirable

- | | | |
|----|----------------------------|----------|
| 1. | Hands on Computer Training | In-House |
|----|----------------------------|----------|

Lieutenant - Traffic

II. Essential

- | | | |
|----|--------------------------------------|----------|
| 1. | Traffic Program Management Institute | 40 Hours |
| 2. | Traffic Safety Seminar | 16 Hours |

III. Desirable

- | | | |
|----|-----------------------------------|----------|
| 1. | Traffic Accident Invest./Skidmark | 40 Hours |
| 2. | News Media Relations Update | 24 Hours |

Lieutenant- Planning & Research/Training

II. Essential

- | | | |
|----|--------------------------|----------|
| 1. | Training Manager Course | 40 Hours |
| 2. | Background Investigation | 32 Hours |

III. Desirable

- | | | |
|----|---------------------------|----------|
| 1. | Strategic Police Planning | 24 Hours |
| 2. | Police Planning Skills | 40 Hours |

Lieutenant - Special Operations Unit

II. Essential

- | | | |
|----|--|----------|
| 1. | Special Weapons and Tactics, Commander | 40 Hours |
| 2. | Hostage Negotiations Command Personnel | 20 Hours |
| 3. | Protection of Public Officials | 40 Hours |

III. Desirable

- | | | |
|----|--------------------------------------|----------|
| 1. | Tactical Leadership | 24 Hours |
| 2. | Special Weapons and Tactics - Basic | 80 Hours |
| 3. | Tactical Operations and Intelligence | 40 Hours |

Lieutenant - Field Training

II. Essential

- | | | |
|----|------------------------------------|----------|
| 1. | Field Training Program Management | 24 Hours |
| 2. | Field Training Officer - San Diego | 32 Hours |

Lieutenant - Reserve Coordinator

II. Essential

1. Reserve Coordinators Course 40 Hours

III. Desirable

1. Reserve Coordinator Seminar 16 Hours

Lieutenant - K-9

III. Desirable

1. Officer Safety/Field Tactics K-9 Supervisor 40 Hours

Sergeant

I. Mandatory

- | | | |
|----|----------------------------------|----------------|
| 1. | Supervisory Course | 80 Hours |
| 2. | CPR Refresher | Every 3 Years |
| 3. | First Aid Update | Every 3 Years |
| 4. | Continuing Professional Training | Block Training |
| 5. | Firearms Qualification | Twice Monthly |
| 6. | Sergeants Field Training Program | In House |

II. Essential

- | | | |
|----|--|----------|
| 1. | Emergency First Responder | 40 Hours |
| 2. | Post Trauma Stress | 24 Hours |
| 3. | Emergency Management Course Earthquake | 40 Hours |
| 4. | Assertive Supervision | 24 Hours |
| 5. | Incident Command System | 24 Hours |
| 6. | Driver Awareness | 8 Hours |

III. Desirable

- | | | |
|----|--|-----------|
| 1. | Leadership Institute | 196 Hours |
| 2. | Supervisory Press Relations | 8 Hours |
| 3. | Patrol Sgt/Managing Work/Field/Station | 24 Hours |
| 4. | Sergeant Performance Evaluations/Trainer | 24 Hours |
| 5. | Sergeant as Team Leader | 24 Hours |
| 6. | Leadership Through Motivation | 24 Hours |

Sergeant - General Investigation

II. Essential

1.	Supervisory Seminar	24 Hours
2.	Homicide Investigation	40 Hours
3.	Criminal Investigation Management	24 Hours
4.	Officer Involved Shootings - Invest.	32 Hours
5.	Management of Officer Involved Shootings	36 Hours
6.	Supervisory Press Relations	8 Hours
7.	Civil Liability Update - CSULB	24 Hours

III. Desirable

1.	Internal Affairs	24 Hours
2.	Interview and Interrogation	24 Hours
3.	Search Warrants - Investigators	24 Hours
4.	Criminal Invest. Institute Core Course	84 Hours
5.	Gang Awareness	8 Hours
6.	Child Abuse Update	24 Hours

Sergeant - Economic Crime

II. Essential

- | | | |
|----|---|----------|
| 1. | Criminal Investigation Course | 40 Hours |
| 2. | Criminal Investigation Management | 24 Hours |
| 3. | Criminal Intelligence Course | 72 Hours |
| 4. | Economic Crime | 36 Hours |
| 5. | Financial Investigations - white collar | 24 Hours |

III. Desirable

- | | | |
|----|---------------------------------|----------|
| 1. | Link Analysis Techniques Update | 8 Hours |
| 2. | Vice Investigation | 40 Hours |

Sergeant - Professional Standards Unit/ Internal Affairs

II. Essential

1.	Criminal Investigation Course	40 Hours
2.	Criminal Investigation Management Course	24 Hours
3.	Officer Involved Shooting Investigations Course	32 Hours
4.	Management of Officer Involved Shooting Course	16 Hours
5.	Criminal Intelligence Course	72 Hours
6.	Internal Affairs Investigations Course	24 Hours
7.	Commander, Vice, Intelligence, Narcotics	36 Hours
8.	Labor Relations Training Seminar	

III. Desirable

1.	Link Analysis Techniques Update	8 Hours
2.	Vice Investigation	40 Hours
3.	Protection of Public Officials/Executive Protection	40 Hours
4.	Gangs and Subculture Update	
5.	AELE Civil Liability Update	24 Hours
6.	LEIU Conference	
7.	LEIU Bizone Conference	
8.	CALRO Labor Relations Seminar/Conference	
9.	O.C. Vice and Organized Crime Taskforce Meetings	
10.	Five County Intelligence Meetings	
11.	Southern California I.A. Investigators Association Meetings	

Sergeant - Narcotics

II. Essential

- | | | |
|----|--------------------------------------|----------|
| 1. | Narcotics Investigation Course | 80 Hours |
| 2. | Commander Narcotic/Vice/Intelligence | 36 Hours |
| 3. | Drug Asset RMV/Finance Investigation | 36 Hours |
| 4. | Supervision - Drug Investigation | 24 Hours |

III. Desirable

- | | | |
|----|------------------------------------|----------|
| 1. | Link Analysis Techniques Update | 8 Hours |
| 2. | Narcotics Investigation - Advanced | 40 Hours |

Sergeant - Traffic

II. Essential

- | | | |
|----|--|----------|
| 1. | Traffic Program Management Institute | 40 Hours |
| 2. | Traffic Accident Investigation - Skidmark
San Diego | 40 Hours |
| 3. | Railroad Grade Crossing Accident Invest. | 24 Hours |

III. Desirable

- | | | |
|----|---|----------|
| 1. | Hazardous Materials - On Scene Manager | 24 Hours |
| 2. | Traffic Accident Investigation - Advanced | 80 Hours |
| 3. | Traffic Accident Reconstruction | 80 Hours |
| 4. | Radar Operator Instructor | 40 Hours |
| 5. | Supervisory Press Relations | 8 Hours |

Sergeant- Planning & Research/Training

II. Essential

- | | | |
|----|---|----------|
| 1. | Training Manager Course | 40 Hours |
| 2. | Orange County Training Needs Assessment | Annually |
| 3. | CAPTO Seminar | Annually |
| 4. | FBI Instructor Development Course | 40 Hours |
| 5. | FBI Firearms Course | 40 Hours |

III. Desirable

- | | | |
|----|------------------------------|----------|
| 1. | Training Coordinators Update | 8 Hours |
| 2. | Introduction to Computers | In House |
| 3. | AELE Police Liability | 24 Hours |
| 4. | CPOA Legal Update | Annually |
| 5. | Video Workshop - EFP 1 Sony | 40 Hours |
| 6. | ASLET Conference | Annually |
| 7. | Police Planning Skills | 40 Hours |

Sergeant - Special Operations Unit

II. Essential

- | | | |
|----|-------------------------------------|----------------|
| 1. | Special Weapons and Tactics - Basic | 80 Hours |
| 2. | Weapons Training | Per SOU Manual |
| 3. | Warrant Service - High Risk | 16 Hours |
| 4. | Tactical Leadership | 24 Hours |

III. Desirable

- | | | |
|----|--|----------|
| 1. | Hostage Negotiations - Command Personnel | 24 Hours |
| 2. | Protection of Public Officials | 40 Hours |
| 3. | Chemical Agent Instructor Course | 40 Hours |
| 4. | NTOA Training Conference | Annually |
| 5. | Baton Instructor | 40 Hours |

Sergeant - Field Training

II. Essential

- | | | |
|----|---|----------|
| 1. | Field Training Officer - San Diego Regional | 32 Hours |
| 2. | Field Training Program Management | 24 Hours |

III. Desirable

- | | | |
|----|--------------------------------|----------|
| 1. | Report Writing for Instructors | 40 Hours |
|----|--------------------------------|----------|

Sergeant - Reserve Coordinator

II. Essential

1. Reserve Coordinator Course 40 Hours

III. Desirable

1. Reserve Coordinator Seminar 16 Hours

Sergeant - K-9

II. Essential

1. Officer Safety/Field Tactics/K-9 Supervisor 40 Hours

Sergeant - Crime Scene Investigation

II. Essential

- | | | |
|----|---|-----------|
| 1. | Field Evidence Technician Course | 120 Hours |
| 2. | Fingerprint Classification Basic | 40 Hours |
| 3. | Advanced Field Evidence Technician Course | 80 Hours |
| 4. | Advanced Latent Fingerprint | 40 Hours |

III. Desirable

- | | | |
|----|--|----------|
| 1. | Photography, Basic Police | 40 Hours |
| 2. | Blood Stain Pattern Analysis | 40 Hours |
| 3. | Officer Involved Shooting, Investigation | 32 Hours |
| 4. | Crime Scene Video | 24 Hours |
| 5. | Homicide Investigation | 40 Hours |

Sergeant - Communications

I. Mandatory

1. CLETS Inquiry Operator Update 1 Every 2 Years
2. CORI Inquiry Operator Update 1 Every 2 Years

III. Desirable

1. California CLETS Users Group (CCUG) 30 Hours

Senior Police Officer

I. Mandatory

- | | | |
|----|------------------------------------|-----------------|
| 1. | Basic Academy | P.O.S.T. |
| 2. | CPR Refresher | 1 Every 3 Years |
| 3. | First Aid Update | 1 Every 3 Years |
| 4. | Continuing Professional Training | Block Training |
| 5. | Firearms Qualification | Bi-Monthly |
| 6. | Senior Officer Orientation Program | In House |

II. Essential

- | | | |
|----|-----------------------------------|----------|
| 1. | Supervisory Course | 80 Hours |
| 2. | Emergency First Responders Course | 40 Hours |
| 3. | Driver Awareness Course | 8 Hours |

III. Desirable

- | | | |
|----|---|----------|
| 1. | Assertive Supervision | 24 Hours |
| 2. | Incident Command System | 24 Hours |
| 3. | Field Training Officer - San Diego Regional | 32 Hours |

Senior Police Officer - Traffic

II. Essential

- | | | |
|----|---|----------|
| 1. | Motorcycle Training | 80 Hours |
| 2. | Traffic Accident Investigation - Skidmark | 40 Hours |
| 3. | Radar Operator Instructor | 40 Hours |

III. Desirable

- | | | |
|----|---|----------|
| 1. | Traffic Accident Investigation - Advanced | 80 Hours |
| 2. | Railroad Grade Crossing Accident Invest. | 24 Hours |
| 3. | Traffic Accident Reconstruction | 80 Hours |

Senior Police Officer - Planning & Research/Training

II. Essential

- | | | |
|----|--|----------|
| 1. | Training Manager Course | 40 Hours |
| 2. | Orange County Training Needs Assessment | Annually |
| 3. | POST Special Seminars - Miscellaneous | |
| 4. | Video - Electronic Field Production I (Sony) | 24 Hours |
| 5. | CAPTO Conference | Annually |

III. Desirable

- | | | |
|----|-----------------------------------|----------|
| 1. | ASLET Conference | Annually |
| 2. | FBI Instructor Development Course | 40 Hours |
| 3. | Training Coordinator Update | 24 Hours |

Senior Police Officer - Crime Analysis

I. Mandatory

- | | | |
|----|---------------------|---------|
| 1. | NCIC/CLETS Training | 4 Hours |
|----|---------------------|---------|

II. Essential

- | | | |
|----|---|----------|
| 1. | Crime Analysis - Expanded Applications | 36 Hours |
| 2. | Applied Statistical Analysis | 36 Hours |
| 3. | Beginning Wordperfect (New Horizons) | 8 Hours |
| 4. | Intermediate Wordperfect (New Horizons) | 8 Hours |
| 5. | Advanced Wordperfect (New Horizons) | 8 Hours |
| 6. | Beginning Excel (New Horizons) | 8 Hours |
| 7. | Intermediate Excel (New Horizons) | 8 Hours |
| 8. | Advanced Excel (New Horizons) | 8 Hours |

III. Desirable

- | | | |
|----|--|----------|
| 1. | Developing Analytical Skills (CSULB) | 16 Hours |
| 2. | Writing for Productivity (CSULB) | 16 Hours |
| 3. | Allocation/Development of Personnel (IACP) | 24 Hours |
| 4. | Progressive Patrol Administration (IACP) | 40 Hours |
| 5. | PRC Conference | Annually |
| 6. | Crime Analyst Association Meeting | Annually |

Police Officer

I. Mandatory

1.	Basic Academy	P.O.S.T.
2.	CPR Refresher	1 Every 3 Years
3.	First Aid Update	1 Every 3 Years
4.	Continuing Professional Training	Block Training
5.	Firearms Qualification	Bi-Monthly
6.	Field Training Officer Program	In House
7.	New Officer Orientation	In House
8.	New Employee Orientation	Human Resources

II. Essential

1.	Driver Awareness	8 Hours
2.	Intoxilyzer 5000 Training	8 Hours

III. Desirable

1.	Interview and Interrogation - Update	24 Hours
2.	Drug Influence - 11550 H&S	24 Hours
3.	DUI Seminar	32 Hours
4.	Human Relations and Sub Cultures	24 Hours
5.	Officer Safety/Field Tactics	40 Hours
6.	Officer Safety - General	Open
7.	Narcotics - General	Open
8.	Career Development - Discretionary Approval	Open

Investigator - General

II. Essential

- | | | |
|----|---|----------|
| 1. | Interview and Interrogation Update | 16 Hours |
| 2. | Officer Involved Shootings | 24 Hours |
| 3. | Homicide Investigation - (San Jose State) | 40 Hours |
| 4. | Criminal Investigation | 40 Hours |
| 5. | Search Warrants - Investigator | 24 Hours |

III. Desirable

- | | | |
|----|---------------------------------------|----------|
| 1. | Link Analysis Techniques Update | 8 Hours |
| 2. | Informant Development and Maintenance | 32 Hours |

Investigator - Crimes Against Persons

I. Mandatory

1. Sexual Assault Investigation PC 13516 35 Hours

II. Essential

1. Death Investigation 80 Hours
2. Advanced Homicide Investigation (2nd - 3rd Year) 40 Hours

III. Desirable

1. Child Abuse - Sexual Assault 40 Hours
2. Blood Stain Pattern Analysis 40 Hours
3. Arson/Explosive Investigations 40 Hours
4. Robbery Investigations 24 Hours

Investigator - Fraud

II. Essential

- | | | |
|----|--|----------|
| 1. | Economic Crime | 36 Hours |
| 2. | Financial Investigation - White Collar | 24 Hours |
| 3. | Questioned Document Investigation | 38 Hours |
| 4. | Computer Crime Investigation Update | 36 Hours |
| 5. | Crime Investigation High Technology | 24 Hours |

III. Desirable

- | | | |
|----|------------------------------------|----------|
| 1. | Computer Training - Hands On | 36 Hours |
| 2. | Financial Investigation - Advanced | 32 Hours |
| 3. | Handwriting Analysis (USSS) | 80 Hours |

Senior Investigator - Professional Standards Unit/Internal Affairs

II. Essential

- | | | |
|----|---|----------|
| 1. | Criminal Investigation Course | 40 Hours |
| 2. | Officer Involved Shooting Investigation | 32 Hours |
| 3. | Criminal Intelligence Course | 72 Hours |
| 4. | Internal Affairs Investigations | 24 Hours |

III. Desirable

- | | | |
|-----|--|----------|
| 1. | Link Analysis Techniques Update | 8 Hours |
| 2. | Vice Investigation | 40 Hours |
| 3. | Protection of Public Officials/Executive Protection | 40 Hours |
| 4. | Gangs and Subculture Update | |
| 5. | AELE Civil Liability Update | 24 Hours |
| 6. | CALRO Labor Relations Seminar/Conference | |
| 7. | Southern California I.A. Investigative Association Meeting | |
| 8. | LEIU National Conference | |
| 9. | LEIU Bizon Conference | |
| 10. | O.C. Vice and Organized Crime Taskforce Meetings | |

Investigator Environmental/Hazardous Materials

II. Essential

1. Hazardous Materials First Responder (CSTI) 24 Hours
2. Hazardous Materials Investigation (CSTI) 40 Hours
3. Hazardous Materials Instructor (CSTI) 40 Hours
4. Hazardous Materials-Drug Laboratory (CSTI) 40 Hours

III. Desirable

1. E.P.A. Hazardous Materials Course (FLETC) 80 Hours
2. O.C.F.D. Hazardous Waste Site Academy 40 Hours
3. Hazardous Waste Mgmt. Cert. Prog. (UCI) 240 Hours
4. Radiological Monitor Course (F.E.M.A.) 24 Hours

Investigator - Youth Assistance Program

I. Mandatory

1. Child Abuse Investigation PC 13517 40 Hours
2. Child Abuse Sexual Assault Invest PC 13516 40 Hours

II. Essential

1. Juvenile Procedures 24 Hours
2. Child Victims Interviewing 40 Hours

III. Desirable

1. Gang Seminars Discretionary Approval
2. Juvenile Justice Update 40 Hours
3. Delinquency Control Institute 240 Hours
4. Child Abuse Update 24 Hours

Investigator - Auto Theft

II. Essential

1. Vehicle Theft Investigation (CHP) 40 Hours

III. Desirable

1. Western States Auto Investigations 24 Hours
2. International Association of Auto Theft Investig 40 Hours

Investigator - Burglary

III. Desirable

1. Western States Burglary and Safe Investigation 40 Hours
2. Economic Crime Investigation 24 Hours
(Commercial Burglary Investigator only)

Investigator - Narcotics

II. Essential

1.	Narcotic Investigation	80 Hours
2.	Drug Identification and Influence	32 Hours
3.	Drug Influence Update	24 Hours
4.	Financial Investigation - Advanced	32 Hours
5.	Drug Asset RMV/Finance Investigation Update	36 Hours
6.	Narcotic Investigation - Conspiracy RICO	40 Hours
7.	Informant Development and Maintenance	32 Hours
8.	Warrants Service - High Risk	16 Hours

III. Desirable

1.	Specialized Surveillance Equipment	36 Hours
2.	Clandestine Lab Investigation Update	24 Hours
3.	Electronic Surveillance	24 Hours
4.	Hazardous Materials - Drug Lab Investigation	40 Hours

Traffic Officer / Motor Officer

II. Essential

- | | | |
|----|--|----------|
| 1. | Traffic Accident Invest. - Skidmark Analysis | 40 Hours |
| 2. | Motorcycle Training | 80 Hours |

III. Desirable

- | | | |
|----|---------------------------------|----------|
| 1. | Advanced Accident Investigation | 80 Hours |
| 2. | Commercial Vehicle Enforcement | 80 Hours |
| 3. | Radar Operator | 24 Hours |

Traffic Officer - Commercial Enforcement

II. Essential

1. Commercial Vehicle Enforcement (CHP) 80 Hours
2. Hazardous Materials - On Scene Management 24 Hours
3. Hazardous Materials Transport Enforcement 40 Hours

Traffic Accident Investigator

II. Essential

1. Advanced Traffic Accident Investigation 80 Hours

III. Desirable

1. Traffic Accident Reconstruction 80 Hours
2. Northwestern Traffic Institute Discretionary Approval
3. Vehicle - Train Accident Investigation 24 Hours

Traffic Officer - D.U.I. Enforcement

II. Essential

- | | | |
|----|-----------------------------------|----------|
| 1. | Driving Under the Influence - DUI | 24 Hours |
| 2. | Drug Alcohol Recognition Update | 24 Hours |
| 3. | Intoxilyzer 5000 Training | 8 Hours |

III. Desirable

- | | | |
|----|-------------|----------|
| 1. | DUI Seminar | 32 Hours |
|----|-------------|----------|

COLLATERAL ASSIGNMENTS

SWORN

Crime Scene Investigator

II. Essential

- | | | |
|----|------------------------------------|-----------|
| 1. | Field Evidence Technician | 120 Hours |
| 2. | Fingerprint Classification - Basic | 40 Hours |

III. Desirable

- | | | |
|----|---------------------------------------|----------|
| 1. | Advanced Field Evidence Technician | 80 Hours |
| 2. | Fingerprint Classification - Advanced | 40 Hours |
| 3. | Basic Police Photography | 24 Hours |
| 4. | Bloodstain Pattern Analysis | 40 Hours |
| 5. | Bloodstain Interpretation Update | 24 Hours |
| 6. | Crime Scene Video | 24 Hours |
| 7. | Sexual Assault Investigations | 40 Hours |
| 8. | Homicide Investigators Course | 40 Hours |

Drug Abuse Resistance Education (DARE)

II. Essential

- | | | |
|----|--------------------------|----------|
| 1. | LAPD DARE Officer Course | 80 Hours |
| 2. | STAR Program | I.U.S.D. |

III. Desirable

- | | | |
|----|----------------------------|----------|
| 1. | Substance Abuse Prevention | 24 Hours |
| 2. | Juvenile Procedures | 40 Hours |
| 3. | Gang Awareness Update | 8 Hours |

K-9 Officer

II. Essential

1. Canine Handler Course - Master K-9 School 80 Hours

III. Desirable

1. Canine Handler Advanced 40 Hours
2. Canine Handler Update 24 Hours

Field Training Officer

II. Essential

1. Field Training Officer 32 Hours

III. Desirable

1. Emergency First Responders 40 Hours
2. Field Training Officer Update 16 Hours
3. Driver Awareness Instructor 24 Hours

Special Operation Unit - S.O.U.

II. Essential - Based On Team Assignment

- | | | |
|----|---------------------------------|----------|
| 1. | Special Weapons and Tactics | 80 Hours |
| 2. | Sniper Course | 40 Hours |
| 3. | Chemical Agent Instructor - FBI | 24 Hours |
| 4. | Hostage Negotiations | 40 Hours |
| 5. | Monthly In-House Training | 10 Hours |

III. Desirable

- | | | |
|----|--|----------|
| 1. | Special Weapons and Tactics - Advanced | 40 Hours |
| 2. | Hostage Negotiations - Advanced | 24 Hours |
| 3. | Protection of Public Officials | 40 Hours |
| 4. | Diversionsary Devices | 8 Hours |

Firearms Instructor

II. Essential

- | | | |
|----|----------------------------|----------|
| 1. | Firearms Instructor Course | 40 Hours |
| 2. | Firearms Semi-Auto | 24 Hours |

III. Desirable

- | | | |
|----|----------------------------------|-----------|
| 1. | Smith and Wesson Academy Courses | As Needed |
| 2. | Survival Shooting | 40 Hours |
| 3. | Firearms Instructor Update - FBI | 16 Hours |

Armorer

II. Essential

- | | | |
|----|------------------------------------|------|
| 1. | Revolver Repair - Smith and Wesson | Open |
| 2. | Auto/Pistol Repair - Sig Arms Inc. | Open |

III. Desirable

1. Any Firearms Manufacturers Course

Background Investigator

II. Essential

1. Background Investigations 32 Hours

III. Desirable

1. Background Investigations - Update 8 Hours

Reserve Coordinator

II. Essential

1. Reserve Coordinator Course 40 Hours

III. Desirable

1. Reserve Coordinator Seminar 16 Hours

Reserve Officer

I. Mandatory

- | | | |
|----|---------------------------------|-----------|
| 1. | Level Three - Module A | 90 Hours |
| 2. | Level Two - Module A & B | 146 Hours |
| 3. | Level One - Modules A, B, and C | 212 Hours |
| 4. | General Meetings | Monthly |

III. Desirable

1. ARPOC Convention
2. Any Training Deemed Desirable for Reserve Officers

**NON-SWORN POLICE
PERSONNEL**

Civilian Traffic Investigator

II. Essential

- | | | |
|----|--|----------|
| 1. | Traffic Accident Invest. - Skidmark Analysis | 40 Hours |
| 2. | Advanced Traffic Accident Investigation | 80 Hours |

III. Desirable

- | | | |
|----|--|----------|
| 1. | Railroad Grade Crossing Accident Invest. | 24 Hours |
| 2. | Interview and Interrogation Update | 24 Hours |
| 3. | Report Writing - In House FTO | 20 Hours |
| 4. | Driver Awareness Update - IPD | 10 Hours |
| 5. | Driver Training Update - San Bernardino S.O. | 24 Hours |

Communications - Lead Dispatcher

I. Mandatory

- | | | |
|----|--------------------------------------|----------|
| 1. | Complaint Dispatcher Course | 80 Hours |
| 2. | NCIC/CLETS Telecommunications | 6 Hours |
| 3. | NCIC/CLETS Update - Bi-Yearly Update | Test |

II. Essential

- | | | |
|----|--|----------|
| 1. | Civilian Supervisory Course | 40 Hours |
| 2. | Communications Training Officer | 40 Hours |
| 3. | Earthquake Course (CSTI) | 24 Hours |
| 4. | Public Safety Dispatcher in Emerg. Mgmt. | 24 Hours |

III. Desirable

- | | | |
|----|-------------------------------------|----------|
| 1. | Complaint Dispatcher Update | 24 Hours |
| 2. | Performance Rating Workshop | 16 Hours |
| 3. | Assertive Supervision | 24 Hours |
| 4. | Dispatcher and Critical Incident | 20 Hours |
| 5. | California CLSTS Users Group (CCUG) | 30 Hours |

Communications - Dispatcher

I. Mandatory

- | | | |
|----|--------------------------------------|----------|
| 1. | Complaint Dispatcher Course | 80 Hours |
| 2. | NCIC/CLETS Telecommunications | 6 Hours |
| 3. | NCIC/CLETS Update - Bi-Yearly Update | Test |

II. Essential

- | | | |
|----|--|----------|
| 1. | Dispatcher and Critical Incident | 20 Hours |
| 2. | Public Safety Dispatcher in Emerg. Mgmt. | 24 Hours |

III. Desirable

- | | | |
|----|---------------------------------|-----------|
| 1. | Complaint Dispatcher Update | 24 Hours |
| 2. | Communications Training Officer | 40 Hours |
| 3. | Stress Management Courses | As Needed |

Business Office/Custody Supervisor

I. Mandatory

- | | | |
|----|-------------------------------|----------|
| 1. | Jail Management Course (STC) | 44 Hours |
| 2. | Jail Supervisory Course (STC) | 40 Hours |

II. Desirable

- | | | |
|----|------------------------|----------|
| 1. | Civil Liability Update | 24 Hours |
| 2. | CPOA Legal Update | Annually |

Records Supervisor

I. Mandatory

- | | | |
|----|-----------------------------------|---------|
| 1. | NCIC/CLETS Training | 6 Hours |
| 2. | NCIC/CLETS Update - Yearly Update | 2 Hours |

II. Essential

- | | | |
|----|-----------------------------|----------|
| 1. | Civilian Supervisory Course | 40 Hours |
| 2. | Assertive Supervision | 24 Hours |
| 3. | Performance Rating Workshop | 16 Hours |
| 4. | Public Records Act | 8 Hours |

III. Desirable

- | | | |
|----|-------------------------------------|----------|
| 1. | Effective Communication/Supervision | 6 Hours |
| 2. | CLERS Conference | Annually |

Records Clerk

I. Mandatory

- | | | |
|----|-----------------------------------|---------|
| 1. | NCIC/CLETS Training | 6 Hours |
| 2. | NCIC/CLETS Update - Yearly Update | 2 Hours |

II. Essential

- | | | |
|----|------------------------|----------|
| 1. | Records Clerk Training | 40 Hours |
| 2. | Public Records Act | 8 Hours |

III. Desirable

- | | | |
|----|------------------|-----------|
| 1. | One Day Seminars | As Needed |
|----|------------------|-----------|

Administrative Clerical

II. Essential

1. Wordperfect Training 24 Hours

III. Desirable

1. Dealing with Difficult People 8 Hours
2. Additional Clerical Training As Needed

Systems Manager

I. Mandatory

- | | | |
|----|-----------------------------------|---------|
| 1. | NCIC/CLETS Training | 6 Hours |
| 2. | NCIC/CLETS Update - Yearly Update | 2 Hours |

II. Essential

1. VMS Utilities and Commands
2. VAX System Management
3. Tiburon Systems Manager
4. Relational Data System Course
5. System Software Support Course

III. Desirable

1. COBOL Programming for VAX
2. Introduction to Computers in Law Enforcement
3. Hands on Computer Training

Management Analyst II - Crime Analyst

I. Mandatory

1. NCIC/CLETS Training 4 Hours

II. Essential

1. Crime Analysis - Expanded Applications 36 Hours
2. Applied Statistical Analysis 36 Hours
3. Beginning Wordperfect (New Horizons) 8 Hours
4. Intermediate Wordperfect (New Horizons) 8 Hours
5. Advanced Wordperfect (New Horizons) 8 Hours
6. Beginning Excel (New Horizons) 8 Hours
7. Intermediate Excel (New Horizons) 8 Hours
8. Advanced Excel (New Horizons) 8 Hours

III. Desirable

1. Developing Analytical Skills (CSULB) 16 Hours
2. Writing for Productivity (CSULB) 16 Hours
3. Allocation/Development of Personnel (IACP) 24 Hours
4. Progressive Patrol Administration (IACP) 40 Hours
5. Civilian Supervisory Course 40 Hours
6. PRC Conference Annually
7. Crime Analyst Association Meeting Annually

Crime Prevention Officer

II. Essential

- | | | |
|----|---|----------|
| 1. | Crime Prevention, Basic | 80 Hours |
| 2. | Crime Prevention, Advanced Environmental Design | 40 Hours |

III. Desirable

- | | | |
|----|--|----------|
| 1. | Crime Prevention, Program Development | 24 Hours |
| 2. | Crime Prevention - Retail/Commercial | 24 Hours |
| 3. | Crime Prevention - Electronic Security | 24 Hours |
| 4. | Conduct and the Community | 40 Hours |
| 5. | Gangs and Subcultures Update | 24 Hours |
| 6. | Human Relations and Subcultures | 24 Hours |
| 7. | CCPOA Conferences | Annually |

Senior Public Safety Assistant Specialized Services - Checks/Forgeries

II. Essential

- | | | |
|----|------------------------------------|----------|
| 1. | Criminal Investigations | 40 Hours |
| 2. | Questioned Document Investigations | 38 Hours |

III. Desirable

- | | | |
|----|---|----------|
| 1. | Link Analysis Techniques Update | 8 Hours |
| 2. | Interview and Interrogation Update | 16 Hours |
| 3. | Financial Investigations - White Collar | 24 Hours |
| 4. | Handwriting Analysis (USSS) | 80 Hours |

Court Liaison Officer

II. Essential

1. Legal Update Annually

III. Desirable

1. NCIC/CLETS Training 4 Hours
2. Investigation and Trial Preparation 80 Hours

Evidence Technician Crime Scene Investigator

II. Essential

1.	Field Evidence Technician Course	120 Hours
2.	Fingerprint Classification - Basic	40 Hours
3.	Advanced Field Evidence Technician Course	80 Hours
4.	Fingerprint Classification - Advanced	40 Hours

III. Desirable

1.	Police Photography	40 Hours
2.	Bloodstain Pattern Interpretation	24 Hours
3.	Crime Scene Video	40 Hours
4.	Sexual Assault Investigations	40 Hours
5.	Homicide Investigators Course	40 Hours
6.	Bomb Scene Investigations	40 Hours
7.	Camera/Dark Room Techniques	40 Hours
8.	Color photo Processing Course	40 Hours

Custody Officer

II. Essential

- | | | |
|----|----------------------|---------------|
| 1. | CPR/First Aid | Every 3 years |
| 2. | NCIC/CLETS Training | 4 Hours |
| 3. | Intoxilyzer Training | 8 Hours |

III. Desirable

- | | | |
|----|------------------------------------|----------|
| 1. | Weaponless Defense Training | 24 Hours |
| 2. | Arrest and Control Techniques | 24 Hours |
| 3. | Module A Academy Training (832 PC) | 56 Hours |
| 4. | Drug/Alcohol Recognition | 24 Hours |
| 5. | 11550 H/S Update | 24 Hours |
| 6. | Fingerprint Basic | 40 Hours |

Civillian Desk Officer

- I. Mandatory
- II. Essential
- III. Desirable

Police Cadet

I. Mandatory

1. NCIC/CLETS Training 4 Hours

II. Essential

1. In-House Orientation 24 Hours
2. Report Writing - In House 24 Hours

III. Desirable

1. CPR/First Aid Every 3 Years
2. Traffic Accident Report Training - In House 8 Hours